



HARFORD COUNTY, MARYLAND
DEPARTMENT OF PUBLIC WORKS
DIVISION OF WATER AND SEWER
(410) 638-3300

APPLICATION FOR COMMERCIAL WATER/SEWER
AND/OR FIRE SERVICE CONNECTION TO
COUNTY SYSTEM

FOR COUNTY USE ONLY

Date Rec'd: _____ Application No.: _____ Billing Code: _____ Hook-up Charge Amount: _____
Date Charges Paid: _____ Water Contract #: _____ Sewer Contract #: _____

Note: This application should be submitted to the Division of Water and Sewer at 101 South Main Street. If any part of this application is incomplete, the County will return the entire package to the Applicant.

Please print all of the information required on this form.

Checklist for information to be submitted with this Application:

- _____ Copy of Site Plan letter approved by Harford County Department of Planning and Zoning if applicable to this project.
- _____ One (1) set mechanical/plumbing drawings with all interior and exterior fixtures, including any and all specialized water-using equipment, clearly shown.
- _____ Detailed drawings of fire service including pipes, valves, hydrants, tanks, openings, sprinklers or other fixtures (minimum scale of 1" = 20').
- _____ One (1) set of on-site water and sewer drawings (minimum scale of 1" = 20').
- _____ Completed Fixture Count Value form (provided in this package).
- _____ Completed Pretreatment Division Industrial Discharge Survey Questionnaire form (provided in this package).

PROPERTY AND SERVICE INFORMATION

Address of New Service: _____

Tax Map _____ Parcel _____ Lot _____

Type of Construction (Choose One):

New _____ Retrofit/Addition _____

BUSINESS INFORMATION

Name of Business to Reside at Site of this Application: _____

Name of Business Owner: _____

Address: _____

Telephone: Home: _____ Daytime: _____

PROPERTY OWNER INFORMATION

Name of Property Owner: _____

Address: _____

Telephone: Home: _____ Daytime: _____

ENGINEER/ARCHITECT INFORMATION

Company Name: _____

Contact Person: _____

Address: _____

Telephone: Office: _____ Fax: _____

PLUMBER/CONTRACTOR INFORMATION (Complete this information if known)

Company Name: _____

Contact Person: _____

Address: _____

Telephone: Office: _____ Cell: _____

DOMESTIC WATER SERVICE REQUESTED

Size of Water Service Tap: _____

Size of Domestic Service Line: _____

Estimated Normal Operating Flow Rate: _____ (gallons per minute)

Estimated Peak Instantaneous Flow Rate: _____ (gallons per minute)

Size of Water Meter: _____

Meter Setting Location (choose one)

_____ Inside Building (Inside Meter License Agreement is required)

_____ Outside Vault (vaults for meters larger than 1" must be placed in a Utility Easement)

TO BE COMPLETED BY HARFORD COUNTY

Size and Type of Domestic Meter: _____

Size and Type of Backflow Prevention (if required): _____

Onsite Utilities Under Plumbing Permit and Joint Inspection (check if required): ☐

FIRE SERVICE

Maximum Flow required from fire service (peak instantaneous demand): _____ (gallons per minute)

Total Sprinkler System Demand: _____ (gallons per minute)

Fire Pump Demand (if applicable): _____ (gallons per minute)

Hose Reel Station (if applicable): _____ (gallons per minute)

On-Site Fire Hydrant (if applicable): _____ (gallons per minute)

Note: Applicant/Engineer will be required to provide computations to justify the required flows and Sprinkler System Manufacturer Specifications.

Size of Fire Service Line: _____ (if separate from the domestic water service)

If the fire system contains on-site Fire hydrants, Fire Pumps or hose reel stations, specify the size of the Fire meter.

Size of Fire Meter: _____

Fire Meter/Backflow Preventor Location (choose one – if Fire Meter is required)

_____ Inside Building (Inside Meter License Agreement is required)

_____ Outside Vault - to be located in same vault with domestic meter

(vaults for meters larger than 1" must be placed in a Utility Easement)

TO BE COMPLETED BY HARFORD COUNTY

Type of Fire Service: ☐ Combined ☐ Separate

Size and Type of Fire Meter: _____

Size and Type of Backflow Prevention: _____

IRRIGATION SYSTEM (Please provide Irrigation equipment specifications for review with this form)

Estimated Normal Operating Flow Rate: _____ (gallons per minute)

No. of Zones: _____ Max No. Heads per Zone: _____ gpm per Head: _____

No. of Zones that operate simultaneously: _____

Meter Size: _____ (if separate meter is requested for irrigation)

Irrigation Meter Setting Location (choose one)

_____ Inside Building (Inside Meter License Agreement is required)

_____ Outside Vault (vaults for meters larger than 1" must be placed in a Utility Easement)

TO BE COMPLETED BY HARFORD COUNTY

Meter Size Approved: _____ Type of Meter: _____

SEWER SERVICE

Size of Sewer Service: _____ (6" service size minimum)

Estimated Sewer Discharge Per Day: _____ (gallons per day)

Estimated Sewage Peak Discharge Rate (if known): _____ (gallons per minute)

STATE HIGHWAY UTILITY PERMIT

Is a permit required for this work? _____

If yes, who will apply? Harford County (Abingdon) _____ Engineer _____

CONDITIONS OF AND PROCEDURE FOR APPROVAL/ACCEPTANCE

1. Harford County shall review and comment on site drawings. One (1) mark-up shall be returned to the Engineer as designated above for corrections. When drawing is corrected, Engineer must resubmit to the County four (4) copies of the corrected drawing along with the mark-up.
2. After approval of the Commercial Service Application, the process will be as follows:
 - a. Hook-up charges will be paid in full.
 - b. Contractor will:
 - X **contact Water and Sewer Abingdon at (410) 612-1612, a minimum of forty-eight (48) hours in advance to schedule a Pre-Construction Conference. Contractor(s) responsible for work under this commercial application will be in attendance with copy of approved application, site plan and contract drawings.**
 - X contact the Water and Sewer at (410) 612-1612, a minimum of twenty-four (24) hours before starting work.
 - X contact State Highway Administration at (410) 321-2840, a minimum of forty-eight (48) hours prior to construction for any work involved in a State Highway Right of Way
 - X contact Miss Utility at (800) 257-7777, a minimum of forty-eight (48) hours prior to construction.
 - c. The work shall be accomplished under the inspection of the Division of Water and Sewer.

d. The Business/Property Owner(s) agree(s) to reimburse the County for all inspection costs incurred by the County.

e. **NO WORK SHALL COMMENCE PRIOR TO THE PRE-CONSTRUCTION CONFERENCE.**

3. Meter vaults shall be installed in an area dedicated as County easement. If a meter vault is used, a prepared easement document will be submitted with this application. The applicant shall prepare the easement documents. The vaults shall be dedicated to Harford County, and the County shall be responsible for maintenance of the vault and its appurtenances after final acceptance by the County of the facilities installed under this application. **The Business/Property Owner(s) agree(s) to reimburse Harford County for any maintenance work required during the first year of operation after date of acceptance. The County reserves the right to determine an inside/outside meter setting.**
4. Business/Property Owner(s) assure(s) that all fire service fixtures shall be closed and sealed and used only in the event of a fire.
5. The Business/Property Owner(s) agree(s) that Harford County shall not be considered, in any manner, an insurer of the serviced property or persons and shall hold harmless the County from any and all claims for damages for any alleged injury to property or person by reason of fire, water, failure to supply water or pressure inspection or for any other related matter arising from the providing of the applied for services.
6. The Business/Property Owner(s) agree(s) that the staff of the Division of Water and Sewer shall have the right to enter the premises of the Business/Property Owner(s) at any reasonable time for the purpose of making such inspections to verify the proper installation of water and/or sewer connection(s) and appurtenances, assure proper use of service fixtures, to verify actual fixture count values, and to make necessary repairs and maintenance of the Harford County owned equipment.
7. **The Business/Property Owner(s) will notify the Water and Sewer Use and Occupancy Clerk at (410) 612-1612 a minimum of seventy-two (72) hours prior to the request for a Use and Occupancy Permit. If additional plumbing fixtures have been installed since issuance of a building permit, the adjusted water and sewer hook-up charges must be paid prior to issuance of Use and Occupancy Permit.**
8. **Business/Property Owner(s) agree(s) to obtain approval from Harford County for any modifications made at any time pertaining to the approved commercial application and/or site plan.**
9. The Business/Property Owner(s) agree(s) to pay any charges for service as adopted by Harford County Council and to pay any fees established in the Rules and Regulations of the Division of Water and Sewer for violation of the above stipulations.
10. Harford County maintains the right to discontinue the domestic or fire service upon written notice given fifteen (15) days in advance for violation of any of the above stipulations.
11. For all projects utilizing a meter 1 1/2" in size or larger, prior to final inspection, property owner shall complete and submit a final acceptance package and a maintenance security in an amount equal to ten percent (10%) of the cost of the work done under this application. The maintenance bond shall be for a term of one (1) year from the date the project acceptance is fully executed.
12. The Harford County Code strictly prohibits the discharge of infiltration (groundwater) or inflow (storm water) into the sewer system. The County Code provides Harford County the authority to issue civil fines for any person(s) who discharges or allows such prohibited discharges.

BILLING INFORMATION

The charges for County staff time in the review and approval of this application including, but not limited to, inspections are to be borne by the responsible party at the billing address noted below. Signature of the responsible party at the billing address authorizes Harford County to bill these costs.

Please complete the following:

Name: _____
Company Name: _____
Address: _____
Zip Code: _____
Telephone: Area Code _____ Number _____

Signature of Responsible Party _____ Title _____
(Print Name): _____

SIGNATURES (both signatures are required)

Business Owner: _____

Property Owner (If different from Business Owner): _____

Date: _____

APPROVED

Chief, Facilities: _____

Date: _____

Chief of Water and Sewer: _____

Date: _____

New Connection Services: _____

Date: _____

FIRST DISTRIBUTION:

Original	-	New Connection Services
Copy	-	Water and Sewer Inspections
Copy	-	Business Owner
Copy	-	Property Owner

